

KSBIT WORKERS' COMPENSATION ANNUAL AUDIT REPORT (PR-STW-5)

AUGUST 1999

VERSION (2.0)

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KSBIT WORKERS' COMPENSATION ANNUAL AUDIT REPORT

DESCRIPTION

The *KSBIT (Kentucky School Board Insurance Trust) Workers' Compensation Annual Audit Report* is a summary of employee annual salaries by Workers' Compensation Risk Code. *Rewards payrolls, sick leave pay, and any other pay that is not associated with services rendered is not subject to Workers' Compensation and therefore not included on this report.*

This report can be produced using:

1. Risk Codes assigned to each Job Class Code, and
2. Salary information from the Employee Payroll History Detail File.

A crosswalk between MUNIS Summary Classes and Workers' Compensation Risk Codes has been developed by KSBIT. That crosswalk is attached as *Appendix D*. Please direct any questions concerning the appropriateness of assigning Risk Codes to specific employees to KSBIT.

NOTE: *Updating Risk Code on Employee Recurring Pay records is **OPTIONAL** but **RECOMMENDED** unless Risk Codes have been entered by the district for other reporting purposes.*

Employee annual salaries are summarized by Workers' Compensation Risk Codes according to Summary Classes linked to the Job Class Codes assigned to each employee on the Recurring Pay File. Annual salary can be automatically summarized to the appropriate Risk Code for the majority of employees. However, some employee records may require editing to accurately reflect information for this report.

NOTE: *Summary Classes, rather than Job Class Codes, are now used to generate the KSBIT Report. For more information on Summary Classes, see the document *Setting Up Employee Classification Codes (PR-ADM-5)* in the *Setup & Administration* section.*

This document provides information to assist in:

1. Preparing to generate the MUNIS Workers' Compensation Audit File,
2. Generating and editing the MUNIS Workers' Compensation Audit File, and
3. Producing the MUNIS Workers' Compensation Audit report and completing KSBIT Workers' Compensation Self-Insured Fund Annual Audit Form.

Please contact the MUNIS Help Desk at **800-722-4908** for telephone support in producing the *KSBIT Workers' Compensation Annual Audit Report*.

CHECKLIST FOR PRODUCING THE KSBIT WORKERS' COMP. ANNUAL AUDIT REPORT

1. Prepare to generate the MUNIS Workers' Compensation Audit File:

- ☐ • Review the Risk Code Table to ensure that the appropriate Risk Codes are in the table.
- ☐ • If any Job Class Codes were added in the past year, review the Job Class Code Table to ensure that the correct Risk Codes are attached.

2. Generate the MUNIS Workers' Compensation Audit File:

- ☐ • Create the MUNIS Workers' Compensation Audit file and print the error listing.
- ☐ • Print the employee output listing.

3. Edit employee information:

- ☐ • Correct errors identified when the MUNIS Workers' Compensation Audit file was created.
- ☐ • Review and update employee records.
- ☐ • Add additional salary record(s) for employee(s) as necessary.

4. Produce the KSBIT Workers' Compensation Annual Audit report:

- ☐ • Print the MUNIS Workers' Compensation Audit report.
- ☐ • Complete the KSBIT Workers' Compensation Self-Insured Fund Annual Audit Form.

PREPARING TO GENERATE THE MUNIS WORKERS' COMP. AUDIT FILE

Before the MUNIS Workers' Compensation Audit File can be produced, the Risk Codes and Job Class Codes should be reviewed.

Reviewing Risk Codes

The Risk Code Table should be reviewed to ensure it contains all the appropriate Risk Codes.

To Review Risk Codes, Select:

B) PAYROLL & PERSONNEL

A) Auxiliary Programs

K) Risk Codes

The following screen is displayed:

<u>S</u> ession	<u>E</u> dit	<u>C</u> ommands	<u>S</u> ettings	<u>H</u> elp					
RISK CODE FILE MAINTENANCE									
Action:	Find	Next	Prev	Browse	Add	Update	Del	Output	Exit
Query the current database table.									
		Risk Code	[]				
		Division	[]				
		Risk Number	[]				
		Short Desc	[]			
		Long Desc	[]
		Premium Rate	[]			

1. Select **Find** from the Ring Menu.
2. Press **ESC** to select all Risk Codes.
3. Select **Browse** from the Ring Menu from the Ring Menu to review the codes.

Reviewing Job Class Codes

If any Job Class Codes were added in the past year, the Job Class Code Table should be reviewed to ensure that the correct Risk Codes are attached.

To Review Job Class Codes, Select:

B) PAYROLL & PERSONNEL

A) Auxiliary Programs

M) Job Class Codes

The following screen is displayed:

Session	Edit	Commands	Settings	Help
JOB CLASS CODE F/M				
Action: Find Next Prev Browse Add Update Del Output Exit ...				
Query the current database table.				
Job Class Code	[]	Short Desc	[]	
		Long Desc	[]	
Summary Class	[]			
Group Code	[]			
Location	[]			
Default Primary Org	[]	Object	[]	Project []
Base Pay Type	[]			
Longev/Exp Pay Type	[]			
Risk Code	[]			
Teacher (Y/N)	[]			
Substitute (Y/N)	[]	Sub Pay Table	[]	
Non-Payroll	[]			
Civil Service Cat	[]			
EEO Class	[]			
EEO Function	[]			

1. Select **Find** from the Ring Menu.
2. Enter criteria to select the Job Class Codes to review and press **ESC**.
3. Ensure that the correct Risk Code is attached to each new Job Class Code.

GENERATING THE MUNIS WORKERS' COMP. AUDIT FILE

To produce the *KSBIT Workers' Compensation Annual Audit Report*, MUNIS builds a table of annual salary information for all employees paid during the previous calendar year. Earnings information is obtained from the *Employee Payroll History Detail File*.

- Employee earnings are combined by Summary Class.
- Multiple records are created for employees with separate Recurring Pay Records for each job (i.e., the Job Class Code on the Recurring Pay Record is linked to a different Summary Class).

Employees paid through the AP system (i.e., School Board Members) are **NOT** included when the *MUNIS Workers' Compensation Audit File* is generated. Earnings for these employees must be added to salary totals for the appropriate Risk Codes before completing the *KSBIT Workers' Compensation Self-Insured Fund Annual Audit Form*. Annual earnings should reflect the amount reported on the 1099-M.

Because this report obtains earnings information from the Employee Payroll History Detail File, any changes made to accumulators during the year that would impact an employee's gross wages are not automatically reflected on this report. Salary information on the MUNIS Workers' Compensation Audit File must be updated for affected employees.

To Generate the MUNIS Workers' Compensation Audit File, Select:

B) PAYROLL & PERSONNEL

F) Retirement & State-Specific

B) State of Kentucky

H) KY Workers' Comp Report

The following screen is displayed:

Session	Edit	Commands	Settings	Help
KENTUCKY WORKERS' COMP FILE MAINTENANCE				
Action:	Find	Next Prev	Browse Add	Update Del Output Clear ...
Query the current database table.				
Emp #	[]	Last	[]	First []
SSN	[]	Location	[]	Year []
Record	[]			
Job	[]			
Risk Code	[]			
Salary	[]			
Error Status	[]			

1. Select **Generate** from the back side of the Ring Menu.

NOTE: *This message will appear at the bottom of the screen if an Audit File has already been generated: "Workers' Compensation table must be Cleared before Generating." To generate a new file, select Clear from the Ring Menu and answer "Y"es to the prompt to delete all current records, then again select Generate. Any updates to records in the existing MUNIS Workers' Compensation Audit File will be deleted.*

The following window appears:

Session	Edit	Commands	Settings	Help
_____ KENTUCKY WORKERS' COMP FILE MAINTENANCE _____				
Action: ... Generate Report Exit				
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Action: Define X=Execute Output Exit </div> Define generate criteria <div style="margin-top: 10px;"> Generate Year [1999] <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> Payrolls to be excluded [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] </div> <div style="text-align: center;"> Pay types to be excluded [] thru [] [] thru [] [] thru [] [] thru [] [] thru [] [] thru [] [] thru [] [] thru [] [] thru [] [] thru [] </div> </div> </div>				

2. Select **Define** from the Ring Menu to define the required generate criteria.
3. Enter the following field details for the MUNIS Workers' Compensation Audit File:

Field Names	Description
Generate Year	Defaults to current year.
Payrolls to be excluded	Valid Run Type identified in the Run Type Code Table and the Warrant Number associated with the Payroll Run Type.
Pay types to be excluded	Valid range of Pay Type Codes to exclude.

4. Press **ESC** to save the generate criteria.
5. Select **X=Execute** from the Ring Menu to generate the report. If errors are encountered during the Generate, a message box will appear when processing is complete.
6. After the MUNIS Workers' Compensation Audit File is generated, select **Output to Print** or **Spool** the error report.

NOTE: *The Output window will display only if errors occur during generation of the MUNIS Workers' Compensation Audit File. It is important that the error listing from each Generate be printed for review. Once the user generates the report again OR exits the MUNIS Workers' Compensation Audit File Generator, the error listing is no longer available.*

A sample Error Report is attached as *Appendix A*.

EDITING THE MUNIS WORKERS' COMP. AUDIT FILE

As noted in the previous section, employee records in the *MUNIS Workers' Compensation Audit File* can be added and updated as necessary. Risk Code, Job Class Code, and Salary can be edited to accurately reflect annual salary by Summary Class/Risk Code.

- Any accumulators that impact an employee's gross wages must be manually updated by selecting the particular employee's record(s).
- Errors produced while generating the *MUNIS Workers' Compensation Audit File* can be corrected by manually updating the affected employee records.

To Find Records Listed on the Error Report:

1. Select **Find** from the *Kentucky Workers' Comp File Maintenance* Ring Menu.
2. Enter >0 in the **Error Status** field to find all employee records having an Error Status Code.

The Error Status Codes are:

Error Status Code	Description
1	No Risk Code
3	Undefined Job Class Code
4	Job Class Code 1 with valid Risk Code
5	Job Class Code 1 with blank Risk Code
8	Negative Pay

To Modify an Employee Record:

1. Select **Find** from the *Kentucky Workers' Comp File Maintenance* Ring Menu.
2. Enter information to identify the desired employee and press **ESC**.
3. Select **Update**.

The following are the only fields which can be modified:

- Job
 - Risk Code
 - Salary
4. Press **ESC** to complete the update.

To Add an Employee Record:

1. Select **Add** from the *Kentucky Workers' Comp File Maintenance* Ring Menu.
2. Enter the **Employee Number** in the **Emp #** field.
3. Enter the appropriate **Summary Class** in the **Job** field.
4. Accept the default **Risk Code** or override it with the correct value.
5. Enter the **Salary** and press **ESC**.

NOTE: *When a record is added for an employee already in the **MUNIS Workers' Compensation Audit File**, the record number increases by one.*

Other File Maintenance Options:

To:	Select:
Delete an employee record	Del
Delete all employee records from the <i>MUNIS Workers' Compensation Audit File</i> and generate a new set of records	Clear

PRODUCING THE KSBIT WORKERS' COMP. ANNUAL AUDIT REPORT

To Print the MUNIS Workers' Comp. Audit Report:

1. Select **Report** from the *Kentucky Workers' Comp File Maintenance* Ring Menu.
2. Select **Print** from the Output window.

A sample of the *MUNIS Workers' Compensation Audit Report* is attached as *Appendix C*.

To Complete the KSBIT Workers' Comp. Self-Insured Fund Annual Audit Form:

The *MUNIS Workers' Compensation Audit Report* provides the salary totals by Risk Code necessary to complete the salary information (in the Payroll column) on the *KSBIT Workers' Compensation Self-Insured Fund Annual Audit Form*.

1. Add any earnings paid to employees through Accounts Payable (i.e., School Board Members).
2. Copy the salary totals from the *MUNIS Workers' Compensation Audit Report* to the *KSBIT Workers' Compensation Self-Insured Fund Annual Audit Form*.

NOTE: *The "Total Salary & Wages Subject To Workers' Compensation" should be the same as Line 4 on "Form A" - Reconciliation of IRS Form W-3 & W-3SL - used to report Wages and Salaries (Workers' Compensation and Unemployment Compensation).*

APPENDIX A

Sample Error Report

12/16/1998
11:43:10

YOUR DISTRICT
ERROR REPORT

PAGE 1
prkywcmp

EMPL #	NAME	RISK CODE	JOB CLASS	SALARY	ERROR
1012	BROWN, DAVID		1	440	No Risk Code
1012	BROWN, DAVID		1	440	Job Class = 1
1013	WHITE, PAGE		1	400	No Risk Code
1013	WHITE, PAGE		1	400	Job Class = 1
2019	GREEN, NELL		1	812	No Risk Code
2019	GREEN, NELL		1	812	Job Class = 1
3833	GERMAN, MATTHEW		1	4	No Risk Code
3833	GERMAN, MATTHEW		1	4	Job Class = 1

** END OF REPORT **

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Sample MUNIS Workers' Comp. Audit File Employee Output Listing

PAGE 1
prkywcmp

[illegible]

TOTAL: 4,876,483.93

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APPENDIX C

Sample MUNIS Workers' Comp. Audit Report

12/15/1998
14:42:24

YOUR DISTRICT
WORKERS' COMPENSATION AUDIT

PAGE 1
prkywcmp

CLASSIFICATION	CODE	PAYROLL
1. PROFESSIONAL & CLERICAL	8868	\$4,082,849.84
2. DRIVERS	7380	\$154,420.53
3. ALL OTHERS	9101	\$326,160.34
		\$4,563,430.71

** END OF REPORT **

APPENDIX D

Crosswalk: MUNIS Summary Classes to KSBIT Workers' Comp. Risk Codes

Summary Class	Short Description	Long Description	Risk Code
0010	SUPT	SCHOOL DISTRICT SUPERINTENDENT	8868
0020	DEP SUPERI	SCHOOL DISTRICT DEPUTY SUPT	8868
0030	ASST SUPT	SCHOOL DISTRICT ASST SUPT	8868
0040	FIN DIR	DIRECTOR OF FINANCE & BUSINESS	8868
0050	SPEC ED DI	DIRECTOR OF EXCEPTIONAL CHILD	8868
0060	FED PROG D	DIRECTOR OF FEDERAL PROGRAMS	8868
0070	FOOD SVC D	DIR OF FOOD SERVICE&NUTRITION	8868
0080	ATTEND DIR	DIRECTOR OF PUPIL PERSONNEL	8868
0090	TRANS DIR	DIR OF PUPIL TRANSPORTATION	8868
0100	PERS DIR	DIR OF DISTRICT PERSONNEL	8868
0110	FAM RES DI	DIR OF FAMILY RESOURCE CENTER	8868
0120	DIST DIR	DIR OF DISTRICT-WIDE PROGRAMS	8868
0130	HEAL COORD	SCHOOL HEALTH COORDINATOR	8868
0140	A-MENT COO	KIRIS ASSESSMENT COORDINATOR	8868
0150	INST COOR	INSTRUCTIONAL COORDINATOR	8868
0160	SPECED COO	EXCEPTIONAL CHILD COORDINATOR	8868
0170	TV COOR	INSTRUCTIONAL TV COORDINATOR	8868
0180	DEV COOR	PROFESSIONAL DEVT COORDINATOR	8868
0190	TECH COOR	DISTRICT TECH COORDINATOR	8868
0200	JTPA COOR	JOB TRAINING COORDINATOR	8868
0210	HEAD COOR	DISTRICT HEADSTART COORDINATOR	8868
0230	ACAD CON	ACADEMIC PROGRAM CONSULTANT	8868
0240	PSYCHOM	SCHOOL PSYCHOMETRIST	8868
0250	PSYCH	SCHOOL PSYCHOLOGIST	8868
0255	SP THERAPI	SPEECH THERAPIST	8868
0260	CENT LIB	CENTRAL MEDIA LIBRARIAN	8868
0270	SOC WKR	SCHOOL SOCIAL WORKER	8868
0280	SUPV	SUPERVISOR OF INSTRUCTION	8868
0290	OTHER	OTHER CENTRAL OFFICE POSITIONS	8868
1	NOT IN TAB	NOT IN CLASS CODE TABLE	error
1010	PRIN	SCHOOL PRINCIPAL	8868
1020	VICE PRIN	SCHOOL VICE PRINCIPAL	8868
1030	PRIN VOCED	LOCAL VOC SCHOOL PRINCIPAL	8868
1040	VICE VOCED	LOCAL VOC SCHOOL VICE PRINC	8868
1050	COUNS	GUIDANCE COUNSELOR	8868
1060	LIBR	MEDIA LIBRARIAN	8868
2010	PRE TEACH	PRESCHOOL CLASSROOM INSTRUCTOR	8868
2020	SUP TEACH	PRESCHOOL INSTRUCTION SUPERVIS	8868
2030	PRI TEACH	PRIMARY CLASSROOM INSTRUCTOR	8868
2040	ELEM TEACH	ELEMENTARY CLASSROOM INSTRUCT	8868
2050	MID TEACH	MIDDLE SCHOOL CLASSROOM INSTR	8868
2060	HS TEACH	HIGH SCHOOL CLASSROOM INSTR	8868

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Summary Class	Short Description	Long Description	Risk Code
2070	JTPA TEACH	JOB TRAINING INSTR	8868
2080	VOC TEACH	LOCAL VOCATIONAL SCHOOL INSTR	8868
2090	CHAPI TEAC	CHAPTER I INSTRUCTOR TEST	8868
2095	SPEC ED TE	EXCEPTIONAL CHILD INSTRUCTOR	8868
2096	HOMEBOUND	HOMEBOUND TEACHER	8868
2099	SUB TEACHE	SUBSTITUTE TEACHER	8868
2100	G&T TEACHE	GIFTED & TALENTED INSTRUCTOR	8868
2110	G&T COOR	GIFTED & TALENTED COORDINATOR	8868
3020	MIGRANT	MIGRANT ADVOCATE	8868
5000	ADULT ED.	ADULT EDUCATION-XDUTY	8868
5105	COACH	HEAD COACH-XDUTY	8868
5110	ASST COACH	ASSISTANT COACH-XDUTY	8868
5115	ATHLETIC D	ATHLETIC DIRECTOR-XDUTY	8868
5120	ATTEND REP	ATTENDANCE REPORTER-XDUTY	8868
5125	SPEECH/DRA	SPEECH AND DRAMA-XDUTY	8868
5130	MUSIC/VOCA	MUSIC/VOCAL-XDUTY	8868
5135	MUSIC INST	MUSIC INSTRUMENTAL-XDUTY	8868
5140	CLASS SPON	CLASS SPONSOR-XDUTY	8868
5145	GIFTED	GIFTED EDUCATION-XDUTY	8868
5150	REC SUPER	RECREATION SUPERVISOR-XDUTY	8868
5155	BUS SUPER	SCHOOL BUS SUPERVISOR-XDUTY	8868
5160	EXTRA CUR	EXTRA CURR ACTIVITIES-XDUTY	8868
5165	SECRETARIA	SECRETARIAL AND CLERICAL-XDUTY	8868
5170	CURRICULUM	CURRICULUM STUDY-XDUTY	8868
5175	PUBLICATIO	PUBLICATION SUPERVISOR-XDUTY	8868
5180	TEXTBOOK	TEXTBOOK SUPERVISOR-XDUTY	8868
5185	DEPT HEAD	DEPARTMENT HEAD-XDUTY	8868
5190	VOCATIONAL	VOCATIONAL ACTIVITIES-XDUTY	8868
5195	TUTOR	TUTOR-XDUTY	8868
5200	AUDIO VISU	AUDIO VISUAL SUPERVISOR-XDUTY	8868
5210	PRIN SERV	PRINCIPAL SERVICE-XDUTY	8868
5215	ASST PRIN	ASST PRINCIPAL SERVICE-XDUTY	8868
5220	SUPT SERV	SUPERINTENDENT SERVICE-XDUTY	8868
5225	DEP SUP SE	DEPUTY SUPT SERVICE-XDUTY	8868
5230	DIRECTOR	DIRECTOR SERVICE-XDUTY	8868
5235	COORDINATO	COORDINATOR SERVICE-XDUTY	8868
5240	C.O. SUPER	CENTR OFF SUPERV SVCS-XDUTY	8868
5245	OTHER	OTHER SERVICES-XDUTY	8868
5250	SUPERVISOR	SUPERVISOR OF TEACHERS-XDUTY	8868
5255	MILITARY S	MILITARY SERVICE-XDUTY	8868
5260	OTHER EXP	OTHER EXPERIENCE-XDUTY	8868
5265	BUS DRIVER	SCHOOL BUS DRIVER-XDUTY	7380
5270	BOOK STORE	BOOK STORE SUPERVISOR-XDUTY	8868
5275	SNACK BAR	SNACK BAR SUPERVISOR-XDUTY	9101
5280	LUNCH ROOM	LUNCH ROOM SUPERVISOR-XDUTY	9101
5285	STUDENT SU	STUDENT SUPERVISOR-XDUTY	8868
5290	COUNSELOR	GUIDANCE COUNSELOR-XDUTY	8868
5295	OTHER EXTR	OTHER EXTRA SERVICE-XDUTY	8868
7102	PUB INFO O	PUBLIC INFORMATION OFFICER	8868
7108	WRIT/PHOTO	WRITER/ PHOTOGRAPHER	8868
7110	COPY SP/WR	COPYSPECIALIST /WRITER	8868
7112	GRPH ART I	GRAPHICS ARTIST II	8868
7114	GRPH ART I	GRAPHIC ARTIST I	8868
7116	PRINT SUPV	PRINTING SUPERVISOR	8868

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Summary Class	Short Description	Long Description	Risk Code
7118	PHOTO TYPE	PHOTO TYPESETTER	8868
7120	OFFST PRS	OFFSET PRESS OPERATOR	8868
7122	PRNT ASST	PRINTING ASSISTANT II	8868
7124	PRNT ASST	PRINTING ASSISTANT I	8868
7126	COPY EDITO	COPY EDITOR	8868
7161	ACCT MGR	ACCOUNTING MANAGER	8868
7162	ACCT SUPRV	ACCOUNTING SUPERVISOR	8868
7163	ACCT C III	ACCOUNT CLERK III	8868
7164	ACCT C II	ACCOUNT CLERK II	8868
7165	ACCT C I	ACCOUNT CLERK I	8868
7166	TREASURER	TREASURER	8868
7171	AUDITOR II	AUDITOR II	8868
7172	AUDITOR I	AUDITOR I	8868
7176	LD PRP REC	LEAD PROPERTY RECORDS AUDITOR	8868
7177	PROP REC A	PROPERTY RECORDS AUDITOR	8868
7181	FIN ANALYS	FINANCIAL ANALYST	8868
7182	BUDGET COO	BUDGET COORDINATOR	8868
7183	FUND SRV S	FUND SERVICES	8868
7191	PAY CLERK	PAYROLL CLERK II	8868
7192	PAY CLERK	PAYROLL CLERK I	8868
7205	FD SR CLRK	FOOD SERVICE ACCOUNT CLERK	9101
7210	FD SR III	FOOD SERVICE MANAGER III	9101
7211	FD SR II	FOOD SERVICE MANAGER II	9101
7212	FD SR I	FOOD SERVICE MANAGER I	9101
7213	LUNCH MONI	LUNCHROOM MONITOR	9101
7221	FD SRV OP	FOOD SERVICE OPERATIONS COORIN	9101
7224	FD SRV PG	FOOD SERVICE PROGRAM ASSISTANT	9101
7231	LFD SR AS	LEAD FOOD SERVICE ASSISTANT II	9101
7232	LFD SR AS	LEAD FOOD SERVICE ASSISTANT I	9101
7233	FD SER AS	FOOD SERVICE ASSISTANT II	9101
7234	FD SR AST	FOOD SERVICE ASSISTANT I	9101
7241	COOK/BAKER	COOK/BAKER	9101
7261	AD REG NR	ADV REGISTERED NURSE PRACT	9101
7262	REGIS NURS	REGISTERED NURSE	9101
7263	SCHOOL NUR	SCHOOL NURSE	9101
7271	HLTH SER C	HEALTH SERVICES COORDINATOR	9101
7272	HLTH SER T	HEALTH SERVICES TECHNICIAN	9101
7273	HLTH SER A	HEALTH SERVICES ASSISTANT	9101
7281	AUDIOLOGIS	AUDIOLOGIST	9101
7291	PHYS/OCP T	PHYSICAL/OCCUPATION THERAPIST	9101
7292	THERAPY AS	THERAPY ASSISTANT	9101
7293	PATH ASST	SPEECH LANGUAGE PATHOLOGY ASST	9101
7301	COMM REL S	COMMUNITY RELATIONS SPECIALIST	8868
7302	RESRCH TEC	RESEARCH TECHNICIAN	9101
7312	INSTR I	INSTRUCTOR I	8868
7313	INSTR II	INSTRUCTOR II	8868
7314	INSTR III	INSTRUCTOR III	8868
7315	PERF SPEC	PERFORMANCE SPECIALIST	8868
7316	INSTR AST	INSTRUCTIONAL ASST-BILINGUAL	8868
7317	INSTR MON	INSTRUCTIONAL MONITOR I	8868
7318	INSTR AST	INSTRUCTIONAL ASSISTANT II	8868

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Summary Class	Short Description	Long Description	Risk Code
7319	INSTR MON	INSTRUCTIONAL MONITOR II	8868
7320	INSTR AST	INSTRUCTIONAL ASSISTANT I	8868
7322	CD DV SUP	CHILD DEVELOP CNTR SUPRV-MEDIC	8868
7324	CD DV CN S	CHILD DEVELOPMENT CENTER SUPRV	8868
7326	CD DV AS S	CHILD DEVELOP CENTER ASST SUPR	8868
7328	DIAG/AS CO	DIAGNOSTIC/ASSESSMENT COUNSELR	8868
7330	HD STR COO	HEAD START COORDINATOR	8868
7332	PROG SPC I	PROGRAM SPECIALIST I	8868
7333	PRG SPC II	PROGRAM SPECIALIST II	8868
7334	PRG AST I	PROGRAM ASSISTANT I	8868
7335	PRG AST II	PROGRAM ASSISTANT II	8868
7336	EDUC INTR	EDUCATIONAL INTERPRETER II	8868
7337	PRG SP III	PROGRAM SPECIALIST III	8868
7338	EDUC INTR	EDUCATIONAL INTERPRETER II	8868
7342	SCH/HM/COM	SCHOOL HOME COMMUNITY LIASON	8868
7346	ASST COACH	ASSISTANT COACH II	8868
7348	CAMP COUNS	CAMP COUNSELOR	8868
7349	PRE ASSO I	PRESCHOOL ASSOCIATE TEACHER I	8868
7350	PRESCHL II	PRESCHOOL ASSOCIATE TEACHER II	8868
7351	PRESCH III	PRESCHOOL ASSOCIATE TEACH III	8868
7361	MEDIA TECH	MEDIA TECHNICIAN	8868
7362	LIBR MED C	LIBRARY MEDIA CLERK	8868
7363	MED PR/TCH	MEDIA PRODUCER/TECH COORDINATR	8868
7411	CONST INSP	CONSTRUCTION INSPECTOR	8868
7412	DRAFT SPEC	DRAFTING SPECIALIST	8868
7413	ELECT ENGI	ELECTRICAL ENGINEER	9101
7421	EN SYST SU	ENERGY SYSTEMS SUPERVISOR	9101
7422	ENER AUDIT	ENERGY AUDITOR	9101
7423	INSUL INSP	INSULATION INSPECTOR	9101
7424	HVAC TECH	HVAC TECHNICIAN	9101
7425	EN SYS OP/	ENERGY SYS OPERATOR/DISPATCHER	9101
7431	MAIN MGR-E	MAINTENANCE MANAGER-ELECTRONIC	9101
7432	MAIN MGR-G	MAINTENANCE MANAGER GENERAL	9101
7433	MAIN MGR-M	MAINTENANCE MANAGER-MECHANICAL	9101
7434	MAIN MGR-R	MAINTENANCE MANAGER-RENOVATION	9101
7435	MAIN SUPRV	MAINTENANCE SUPERVISOR	9101
7436	MAIN SCH S	MAINTENANCE SCHEDULING SPECIAL	9101
7437	PR MT TEC-	PREVENTIVE MAINTENANCE TECHN	9101
7441	LD MAIN TE	LEAD MAINTENANCE TECHNICIAN	9101
7442	MAINT IV	MAINTENANCE TECHNICIAN IV	9101
7443	MAINT III	MAINTENANCE TECHNICIAN III	9101
7444	MAINT II	MAINTENANCE TECHNICIAN II	9101
7445	MAINT I	MAINTENANCE TECHNICIAN I	9101
7446	LD MAIN WO	LEAD MAINTENANCE WORKER	9101
7447	MAIN W II	MAINTENANCE WORKER II	9101
7448	MAIN W I	MAINTENANCE WORKER I	9101

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7449	MAINT APPR	MAINTENANCE APPRENTICE	9101
7461	DIRECT V	DIRECTOR V	8868
7462	DIRECT IV	DIRECTOR IV	8868
7463	DIRECT III	DIRECTOR III	8868
7464	DIRECT II	DIRECTOR II	8868
7465	DIRECT I	DIRECTOR I	8868
7471	COORD VI	COORDINATOR VI	8868
7472	COORD V	COORDINATOR V	8868
7473	COORD IV	COORDINATOR IV	8868
7474	COORD III	COORDINATOR III	8868
7475	COORD II	COORDINATOR II	8868
7476	COORD I	COORDINATOR I	8868
7481	ASST GEN C	ASSISTANT GENERAL COUNSEL	8868
7482	REAL EST M	REAL ESTATE MANAGER	8868
7483	FRYSC CO I	FRYSC COORDINATOR I	8868
7484	FRYSC II	FRYSC COORDINATOR II	8868
7485	FRYSC III	FRYSC COORDINATOR III	8868
7486	FRYSC IV	FRYSC COORDINATOR IV	8868
7487	FRYSC V	FRYSC COORDINATOR V	8868
7502	ADMIN ANAL	ADMINISTRATIVE ANALYST	8868
7503	AT DR SYS	"ASST DIR/SYS DEVELOP,USER SUPT"	8868
7504	TECH SUP M	TECHNICAN SUPPORT MANAGER	8868
7505	USR SUP MG	USER SUPPORT MANAGER	8868
7506	COM OP MNG	COMPUTER OPERATIONS MANAGER	8868
7507	OPER SYS A	OPERATING SYSTEM ADMINISTRATOR	8868
7508	INST RES M	INSTITUTIONAL RESEARCH MANAGER	8868
7511	LD SYS ANA	LEAD SYSTEMS ANALYST	8868
7512	SYS ANL I	SYSTEMS ANALYST I	8868
7513	SYS ANL II	SYSTEMS ANALYST II	8868
7514	COM PRG I	COMPUTER PROGRAMMER I	8868
7515	COM PRG II	COMPUTER PROGRAMMER II	8868
7516	DB ADMIN	DATABASE ADMINISTRATOR	8868
7517	DATA DICT	DATA DICTIONARY SPECIALIST	8868
7521	VOIC/DAT S	VOICE/DATA COMMUNICATION SPECL	8868
7522	DATA/COMM	DATA COMMUNICATIONS SPECIALIST	8868
7523	LAN TECH	LAN TECHNICIAN	8868
7524	LD COM MT	LEAD COMPUTER MAINTENANCE TECH	8868
7525	COMP MNT T	COMPUTER MAINTENANCE TECHNIC	8868
7526	COMP LAB T	COMPUTER LAB TECHNICIAN	8868
7527	COM TRN SP	COMPUTER TRAINING SPECIALIST	8868
7531	MIC SF TC	MICROCOMPUTER SOFTWARE TECH I	8868
7532	MIC SF TC	MICROCOMPUTER SOFTWARE TECH II	8868
7533	MICRO TEC	MICROCOMPUTER TECH SPECIALIST	8868
7534	MICRO SPEC	MICROCOMPUTER SPECIALIST	8868
7535	MICRO RES	MICROCOMPUTER RESOURCE TECHNIC	8868
7537	COM OPER S	COMPUTER OPERATIONS SUPERVISOR	8868
7538	LD COMP OP	LEAD COMPUTER OPERATOR	8868
7539	COMPUTER O	COMPUTER OPERATOR	8868

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7541	WP SUPERVI	WORD PROCESSING SUPERVISOR	8868
7542	LD WP OPER	LEAD WORD PROCESSING OPERATOR	8868
7543	WP OPER I	WORD PROCESSING OPERATOR I	8868
7544	WP OPER II	WORD PROCESSING OPERATOR II	8868
7546	DATA ENT S	DATA ENTRY SUPERVISOR	8868
7547	LD DA ENT	LEAD DATA ENTRY ASSISTANT	8868
7548	DAT ENT AS	DATA ENTRY ASSISTANT	8868
7549	DAT CNTRL	DATA CONTROL CLERK	8868
7602	CUST SER M	CUSTODIAL SERVICES MANAGER	9101
7603	CUST SER T	CUSTODIAL SERVICES TRAINER	9101
7605	CUSTOD SUP	CUSTODIAL SUPERVISOR	9101
7606	LD CUS SR	LEAD CUSTODIAN SERVICE WORKER	9101
7609	CUSTODIAN	CUSTODIAN	9101
7612	FURN/EQ MG	FURNITURE AND EQUIPMENT SPECIA	9101
7614	FACILITY A	FACILITY ASSISTANT	9101
7621	GROUNDS MG	GROUNDS MANAGER	9101
7622	GROUNDS SU	GROUNDS SUPERVISOR	9101
7623	LD GR EQ M	LEAD GROUNDS EQUIPMENT MECHANC	9101
7624	GR EQUIP M	GROUNDS EQUIPMENT MECHANIC	9101
7625	LD GRN I	LEAD GROUNDS WORKER I	9101
7626	GRN W III	GROUNDS WORKER III	9101
7627	GRN W II	GROUNDS WORKER II	9101
7628	GRN W I	GROUNDS WORKER I	9101
7629	LD GRN II	LEAD GROUNDS WORKER II	9101
7631	UTIL SER S	UTILITY SERVICES SUPERVISOR	9101
7632	LD UTIL WO	LEAD UTILITY WORKER	9101
7633	UTIL WR II	UTILITY WORKER II	9101
7634	UTIL WR I	UTILITY WORKER I	9101
7641	WAS MG COO	WASTE MANAGEMENT COORDINATOR	9101
7642	CHEM APP T	CHEMICAL APPLICATIONS TECHNICN	9101
7651	INS CLK I	INSURANCE CLERK I	8868
7652	INS CLK II	INSURANCE CLERK II	8868
7655	HUM RES MG	HUMAN RESOURCES MANAGER	8868
7660	PERSON SPE	PERSONNEL SPECIALIST	8868
7661	PERSNL AST	PERSONNEL ASSISTANT	8868
7665	EMP BEN SP	EMPLOYEE BENEFIT SPECIALIST	8868
7670	WORK COMP	WORKERS COMPENSATION SPECIALST	8868
7675	DATA MGT T	DATA MANAGEMENT TECHNICIAN	8868
7680	INS TECH	INSURANCE TECHNICIAN	8868
7685	SUB TCH SU	SUBSTITUTE TEACHER CENTER SUPR	8868
7711	AS DR BID/	ASST DIR/BIDS & SPECIFICATIONS	8868
7721	BUYER	BUYER	8868
7722	PURCH SUPR	PURCHASING SUPERVISOR	8868
7723	PURCH ASST	PURCHASING ASSISTANT	8868
7724	PURCH TECH	PURCHASING TECHNICIAN	8868
7725	PROD EVL T	PRODUCT EVALUATION TECHNICIAN	8868
7731	EXPEDITER	EXPEDITER	8868
7732	SHIP/REC C	SHIPPING & RECEIVING CLERK	8868
7761	SEC TO SUP	SECRETARY TO SUPERINTENDENT	8868
7762	ADM SEC I	ADMINISTRATIVE SECRETARY I	8868

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7763	LEG SECR	LEGAL SECRETARY	8868
7764	MED SECR	MEDICAL SECRETARY	8868
7765	ADM SEC II	ADMINISTRATIVE SECRETARY II	8868
7766	AST SEC BR	ASSISTANT SECRETARY TO BOARD	8868
7767	COM LIA/AD	COMMUNITY LIAISON/ADM ASSISTNT	8868
7771	SECR II	SECRETARY II	8868
7772	SECR I	SECRETARY I	8868
7773	S SEC I-HS	SCHOOL SECRETARY I-HIGH SCHOOL	8868
7774	S SEC I-MS	SCHOOL SECRETARY I-MIDDLE	8868
7775	S SEC I-ES	SCHOOL SECRETARY I-ELEMENTARY	8868
7776	STAF SUP S	STAFF SUPPORT SECRETARY	8868
7777	S SECII-ES	SCHOOL SECRETARY II-ELEMENTARY	8868
7778	S SECII-HS	SCHOOL SECRETARY II-HIGH	8868
7779	S SECII-MS	SCHOOL SECRETARY II-MIDDLE	8868
7781	CL AST III	CLERICAL ASSISTANT III	8868
7782	CL AST II	CLERICAL ASSISTANT II	8868
7783	CL AST I	CLERICAL ASSISTANT I	8868
7784	CLERK	CLERK	8868
7785	MAIL CLERK	MAIL CLERK	8868
7786	PROJ CLERK	PROJECT CLERK	8868
7787	MAIL SER S	MAIL SERVICE SUPERVISOR	8868
7788	STUDENT WO	STUDENT WORKER	8868
7789	SUPP SVC A	SUPPLY SERVICES AIDE	8868
7791	RECEPTION	RECEPTIONIST	8868
7811	ASST DIR I	ASSISTANT DIR. INVESTIGATION	8868
7821	LAW ENF S	LAW ENFORCEMENT SUPERVISOR	8868
7822	LAW ENF IN	LAW INFORCEMENT INVEST OFFICER	8868
7823	INVESTIGAT	INVESTIGATOR	8868
7824	LAW ENF OF	LAW ENFORCEMENT OFFICER	8868
7825	LAW ENF MO	LAW ENFORCEMENT MONITOR	8868
7830	SCH GRD MO	SCHOOL GROUND MONITOR	8868
7831	SAFETY INS	SAFETY INSPECTOR	8868
7861	ATTEN SPRV	ATTENDANCE SUPERVISOR	8868
7862	ATTEN SPEC	ATTENDANCE SPECIALIST	8868
7863	ATTN DAT T	ATTENDANCE DATA TECHNICIAN	8868
7864	DEMO ANALY	DEMOGRAPHICS ANALYST	8868
7865	DEMO TECHN	DEMOGRAPHICS TECHNICIAN	8868
7871	CAREER PLA	CAREER PLANNER	8868
7872	EMP TRN SP	EMPLOYMENT TRAINING SPECIALIST	8868
7873	EMP TRN AS	EMPLOYMENT TRAINING ASSISTANT	8868
7881	STUD AST C	STUDENT ASSISTANCE COORDINATOR	8868
7882	SOCIAL WOR	SOCIAL WORKER	8868
7885	REGISTRAR	REGISTRAR	8868
7886	MIGRANT RE	MIGRANT RECRUITER	8868
7902	TRANS MGR	TRANSPORTATION MANAGER	8868
7903	TRAN AR CO	TRANSPORTATION AREA COORDINATR	8868
7904	TRANS AR A	TRANSPORTATION DATA ASSISTANT	8868
7906	TRANS DT A	TRANSPORTATION DATA ASSISTANT	8868
7907	VEH OP CN	VEHICLE OPERATION CNTRL	8868

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		ANALYS	
7908	DISPATCHER	DISPATCHER	8868
7909	PARTS CLER	PARTS CLERK	9101
7911	VEH MAINT	VEHICLE MAINTENANCE ASSISTANT	9101
7912	VEH MAIN S	VEHICLE MAINTENANCE SUPERVISOR	9101
7913	VEH MAIN A	VEHICLE MAINTENANCE MANAGER	9101
7914	LD VEH MEC	LEAD VEHICLE MECHANIC	9101
7915	VEH MEC II	VEHICLE MECHANIC II	9101
7916	VEH MEC I	VEHICLE MECHANIC I	9101
7917	VEH MAIN A	VECHICLE MAINTENANCE ATTENDANT	9101
7922	AUTO II	AUTO BODY WORKER II	9101
7923	AUTO I	AUTO BODY WORKER I	9101
7924	VEH UPH/GL	VEHICLE UPHOLSTERY/GLASS WORKR	9101
7931	BUS DR TR	BUS DRIVER TRAINING COORDINATR	7380
7932	BUS DR TR	BUS DRIVER TRAINING ASSISTANT	7380
7933	BUS DR TRA	BUS DRIVER TRAINER	7380
7934	3RD PAR EX	THIRD PARTY EXAMINER	9101
7940	MID BUS	MID-DAY BUS DRIVER	7380
7941	BUS DRIVER	BUS DRIVER	7380
7942	BUS MONITO	BUS MONITOR	9101
7943	BUS MN-EX	BUS MONITOR-EXCEPTIONAL CHILD	9101
7961	SUP SER SU	SUPPLY SERVICES SUPERVISOR	8868
7962	STOCK CLER	STOCK CLERK	8868
7963	DELIV DRIV	DELIVERY DRIVER	7380
7964	LD DEL DRI	LEAD DELIVERY DRIVER	7380
7971	TEXT SER S	TEXTBOOK SERVICES SUPERVISOR	8868
7981	WAREHOUS S	WAREHOUSE SUPERVISOR	8868
7982	LD WARE WO	LEAD WAREHOUSE WORKER	8868
7983	WAREHS II	WAREHOUSE WORKER II	8868
7984	WAREHS I	WAREHOUSE WORKER I	8868
7999	CLS STIPEND	CLASSIFIED STIPEND	8868
9000	OTHER CERT	OTHER CERTIFIED PERSONNEL	8868